

POSITION #15, TITLE: Administration Section Chief

Direct Supervisor: EDS Coordinator

Mission: Procure and track materials required to maintain the EDS. Maintain and track all personnel time records.

Qualifications: Strong financial, organizational and managerial skills.

***In smaller Site operations, it is feasible to combine Finance & Administration Chiefs**

POSITION RESPONSIBILITIES	
Initial Action/Planning Phase	
<ul style="list-style-type: none"><input type="checkbox"/> Review your Position Checklist and check off tasks as they are completed.<input type="checkbox"/> Sign In for EDS shift, obtain credentialing and put on ID badge.<input type="checkbox"/> Run overall Administrative staff briefing.<input type="checkbox"/> Meet with EDS Coordinator and conduct on-site briefing.<input type="checkbox"/> Familiarize self with clinic layout and process.<input type="checkbox"/> Familiarize self with EDS plan.<input type="checkbox"/> Establish time schedule for Administrative staff meetings.<input type="checkbox"/> Establish chain of command and performance expectations for all administrative support staff.<input type="checkbox"/> Establish communications and communication protocol with all administrative support staff members.<input type="checkbox"/> Establish a plan for procurement and tracking of materials required to maintain the EDS<input type="checkbox"/> Establish and maintain system for tracking of all personnel time records.<input type="checkbox"/> Maintain and secure information reflecting procurement and tracking of materials required to maintain the EDS.<input type="checkbox"/> Maintain and secure information reflecting the tracking of all personnel time records.	
Primary Responsibilities During Site Operation	
<ul style="list-style-type: none"><input type="checkbox"/> SIGN IN FOR SHIFT<input type="checkbox"/> Meet with EDS Coordinator daily (and as often as needed) to discuss ongoing administrative issues.<input type="checkbox"/> Remain aware of all procurement and personnel time documentation required to apply for State and/or Federal reimbursements.<input type="checkbox"/> Directly oversee all aspects of the procurement and tracking process<input type="checkbox"/> Directly oversee all aspects tracking personnel time.<input type="checkbox"/> Brief administrative support staff daily on most current event information and any changes in EDS, procurement and tracking processes<input type="checkbox"/> Brief incoming EDS coordinator and incoming Administration Section Chief when shift is over.<input type="checkbox"/> SIGN OUT	
Deactivation Phase	
<ul style="list-style-type: none"><input type="checkbox"/> Conduct exit interviews with administrative support staff members<input type="checkbox"/> Turn in all documentation to EDS coordinator<input type="checkbox"/> Ensure that an after action review occurs and is documented for After Action Report.<input type="checkbox"/> Participate in de-briefing.	